

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: April 18, 2013
NO: M8-13

CLASSIFICATION TITLE
CLERK (PART-TIME)
(Treasurer’s Office)

STARTING HOURLY RATE
\$8.26

FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application and copy of valid driver’s license must be on file in the Civil Service Office **no later than Friday, May 10, 2013 at 4:00 p.m.**

EXAMINATION – WEDNESDAY, MAY 15, 2013

CHECK- IN: 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)
EXAM: Immediately following candidate check-in
LOCATION: McKinley Senior High School Cafeteria, 2323 – 17th St. NW, Canton, OH 44708
SCOPE: This will be a two-part examination. A written examination will be administered covering the following areas: Reading Comprehension, Number Verification, Letter Matching, Coding, Tabular Interpretation, Problem Solving, General Accounting and Public Relations.

A practical calculator examination will be given subsequent to the written examination. Applicants will be notified when to report to the Civil Service Office for their calculator exam.

The written examination will then count as 75% of the total grade, and the calculator examination will count as 25% of the total grade. A 70% passing point, combined rating (written and calculator) will be used.

MINIMUM QUALIFICATIONS

Knowledge in general clerical work which shall have involved typing, filing, 10-key calculator and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge skills and abilities.

To be eligible for this position under this examination, applicants must show that they are a reliable worker, must be a U.S. Citizen or have legally declared their intention of becoming a citizen, and be bondable by an individual surety bond. Applicants may be required to take a physical examination by a licensed physician.

NOTICE OF DRUG TESTING REQUIREMENT*

Candidates must submit to a drug screen examination. Eligibility of employment shall not be considered final until drug testing has been successfully completed with a negative result. “Drug” means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled “Controlled Substances”, and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, “Crack”, cocaine, heroin, morphine, codeine, opiates, amphetamines, “ice” barbiturates, and hallucinogens.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with the evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of the active duty service. (ORC 124.23C) Applicant must submit a certificate of service or honorable discharge (Form DD214) long version before the deadline of May 10, 2013 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Candidates who have been accepted to the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the list of eligibles in accordance with their score and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of one year

DUTIES

Performs receptionist duties for office. Types and/or enters data on office equipment. Operates various office equipment. Compiles and maintains office records. Occasionally schedules or coordinates meetings. Files correspondence and other materials and retrieves as needed. Processes routine paperwork. Occasionally performs basic accounting duties. Occasionally performs cashiering duties. Processes mail in office. Performs other clerical duties as needed.